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Fossa National School Child Protection Policy

January 2019

The Board of Management of Fossa National School Killarney recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices and activities. Accordingly, in accordance with the requirements of the Department of Education and Skills' Child Protection Procedures for Primary and Post Primary Schools, the Board of Management has agreed the following child protection policy: The policy is compliant with *Circular 65/2011 from the Department of Education and Skills and Children First: National Guidance for the Protection and Welfare of Children 2011 Department of Children and Youth Affairs.*

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools as part of this overall child protection policy.
2. The Designated Liaison Person (DLP) is Pat Clifford.
3. The Deputy Designated Liaison Person (Deputy DLP) is Linda O Donoghue

4. In its policies, practices and activities, Fossa NS will adhere to the following principles of best practice in child protection and welfare:

The school will -

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

5. Related Policy documents

1. Health & Safety
2. Enrolment
3. Code of Behaviour.
4. Social, Personal & Health Education. The Stay Safe Programme is implemented in full in the school.
5. Information for New Staff Members.
6. ICT – Acceptable Use Policy
7. Mobile Phone Use Policy
8. Anti-bullying policy
9. Attendance strategy
10. Yard Supervision Procedures
11. School Excursions Procedures
12. Work Placement Procedures

The board has ensured that the above policies, protocols or practices as appropriate are in place in respect of the above items.

The policy has been made available to school personnel and the parents association and is readily available to parents on request. A copy of this policy is available to the Dept of Education and Skills and the Patron if required.

6. Practice:

Please see **Appendix 1** for a list of procedures organisational protocols that are of specific interest and concern to the staff and Board of Management of Fossa NS in relation to child protection.

7. Recruitment and Selection Procedures:

The Board of Management will ensure that staff are carefully selected, inducted and supervised [in accordance with best practice] to provide a safe educational environment for all students.

1. Positions available at Fossa advertised widely [where necessary]
 2. The Board of Management will endeavour to select the most suitably qualified personnel.
 3. All candidates will be required to go through an application process.
 4. Two written references [minimum] which are recent, relevant, independent and verbally confirmed will be necessary.
 5. A successful applicant will be selected by a panel of at least three [one member of this panel being independent of the school]
 6. There will be a relevant probationary period for all new employees.
 7. Fossa N.S. adheres to the new vetting procedures for primary schools as laid out in circular 63/2010.
8. This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on _____22/10/2019_____ [date]

Signed: Kieran Coffey _____ Signed: Pat Clifford. _____
Chairperson of Board of Management Principal

Date: _____22/01/2019_____ Date: _____22/01/2019_____

Date of next review: ____January 2020_____

Appendix 1

Organisational Implications

Supervision

School supervision policy and routines will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks and before and after school.

Behaviour

Children are to be encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which we consider to be of a sexualised nature we will notify the DLP who will record it and respond to it appropriately.

Visibility

Teachers will ensure that children are visible in the school yard. Children will not be allowed to spend time in classrooms, toilets or areas where they would not be under adult supervision. They are not to leave the school yard or to engage with adults who are outside of the school yard.

Visitors

Teachers on yard duty will be aware of visitors entering the school yard and will ascertain their intentions. They will be supervised in the discharge of their business. All school entrance/exit doors are closed after the children enter the school. Visitors should not enter the school without contacting the school office. Visitors/Guest Speakers should not be left alone with students. The school has a responsibility to check out the credentials of all visitors/guest speakers and to ensure that the material they are sharing with the students is age appropriate.

Swimming

Children will travel to the swimming pool in the Coral Leisure Centre by bus. **Selected Parents/Guardians in the changing room act in 'loco parentis' and as such will act as prudent parents helping children to return to school as dry as possible. Parent helpers will be briefed around our swimming procedures. See P.E Policy.**

Children travelling in staff cars

Teachers will not carry children alone in their cars. At least two children must travel with the teacher in the car or another adult and child.

Induction of Teachers and Ancillary Staff

The DLP will be responsible for informing all new teachers and ancillary staff of this policy and the Children First Guidelines (2011), issued by The Department of Children and Youth Affairs.

Dealing with children on a one-to-one basis

If a staff member has to work/deal/communicate with children on a one-to-one basis, they are requested to leave the classroom door open. A glass partition has been fitted in the doors of all classrooms, learning support, resource/special needs rooms. Resource Teachers working in their respective rooms are visible through the glass panels of these doors at all times.

Attendance

With regards to child protection we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/ physical/ emotional abuse.

Physical Contact:

Physical contact between staff of the school and students should be in response to the needs of the student and not the needs of the staff member. While 'physical contact' may be used to comfort, reassure or assist a student, cognisance should be taken of the following factors in determining -

- (i) Is it acceptable to the child?
- (ii) Is it open and not secretive?
- (iii) The age and developmental stage of the child.

It is strongly advised that staff should avoid doing anything of a personal nature for students that they can do for themselves.

Children with intimate care needs

In circumstances where a student of the school requires assistance with toileting or has intimate care needs, a meeting will be convened with the parents/guardians of this student. The purpose of this meeting will be to ascertain the 'specific' needs of the student and how the school will meet such

needs. The staff involved in the provision of such care will be identified and procedures agreed [in writing] for effecting same. It is best practice that two members of staff are present to assist students with toileting/intimate care needs. Any deviation from agreed procedure will be recorded and notified to the DLP and the Parents/Guardians. Cognisance will be taken of the age, gender and developmental stage of the student when devising a plan to address such needs.

Toileting Accidents

Clean underwear and replacement clothing [school tracksuits/uniforms] will be kept at the school. Where a toileting accident occurs, the student(s) will be offered a replacement tracksuit and clean underwear. In circumstances where a student is unable to 'clean' and/or 'change' themselves, the school will contact his/her parent/guardian. In the event that contact cannot be made with a parent/guardian, two members of staff familiar with the student will facilitate. A written record of all such incidents will be maintained on the student's file. Please see intimate care policy for details.

Groups using school building or grounds outside of school hours for activities involving

Groups using the school premises for 'after-school' activities involving children will be advised of and given a copy of this policy. They will be requested to acknowledge receipt of same [in writing]. Should any complaint pertaining to child abuse, be made against any of these groups, the procedures outlined within this policy document will be adhered to. It will be a matter for the Board of Management to review the contract between the school and the group [subject of the allegation] regarding continued use of premises.

Out of school activities [school tours, matches etc.]

The Board of Management will engage independent contractors to provide transport for all such activities that require same. Supervision will be provided for students attending such activities.

Internet/ Mobile Phone Use.

Every effort will be made by staff to ensure that access to and use of ICT equipment within school will be for age appropriate educational use for staff and students. Permission will be sought from parents/guardians regarding the use of student photographs on the internet. [Ref: ICT - Acceptable Use Policy] [Ref: Mobile Phone Use Policy]

Volunteers

